

# CODE REQUIREMENTS

## Site Plan Review

Prior to establishing a new business in an existing building or constructing a new business building, you must determine that the property is zoned properly and that all the requirements of the zoning code such as setbacks, parking, landscaping and green area standards are satisfied.

For most new construction, building expansions and some changes in use of existing buildings, a *Site Plan Review Permit Application* must be submitted to the Building Division for review. This determines compliance with the zoning standards and you will receive a conditionally approved review letter.

Site plan review fees:

- \$250.00 - New Buildings
- \$250.00 - Additions and Other Site Changes

Erosion Control Fees:

- \$102.00 - less than 1 Acre
- \$388.00 - 1-5 Acres
- \$775.00 - 6+ Acres

Stormwater Design Review Fees

- \$240.00 - 1-5 Acres
- \$720.00 - 6+ acres

Questions regarding zoning and the site plan review process can be directed to Building Division at 608-755-3060. Building Division is located on the third floor of City Hall (scheduled appointments are greatly appreciated).

## New Construction, Building Addition or Remodeling

For any Commercial Building Permit, please submit the following to Building Division:

- ◆ Four sets of bound *building plans* with a completed Commercial Plan Review Application
  - All building projects need plans prepared for new construction, additions or alterations. When buildings contain more than 50,000 cubic feet, the plans must be signed and sealed by a licensed architect or engineer.
- ◆ Commercial Building Permit Application: this application may be submitted after all reviews are completed.
- ◆ Sign permits are required for the installation of new signs and replacement faces. Sign permit application must be submitted by an installer who is locally licensed with the City. See sign guide-line brochure for more information.
- ◆ All electrical and plumbing work must be done by a licensed and/or bonded contractor. The contractor must obtain permits prior to installation.

## PLAN SUBMITTAL CHECKLIST

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| <p>A. Footing/foundation plans:</p> <ol style="list-style-type: none"><li>1. Sizes, anchor bolts, reinforcing.</li><li>2. Perimeter insulation.</li></ol> <p>B. Floor plans:</p> <ol style="list-style-type: none"><li>1. Uses, sizes and capacity of rooms.</li><li>2. Size and location of all doors, windows, structural features, exit passageways and stairs.</li><li>3. Barrier-free requirements.</li><li>4. Isolation of hazards, fire-rated walls.</li></ol> <p>C. Elevations for all exterior sides.</p> <p>D. Cross sections:</p> <ol style="list-style-type: none"><li>1. Footing and foundation walls, grade level.</li><li>2. Wall, roof and floor construction (identifying materials used and spans).</li></ol> <p>E. Structural details:</p> <ol style="list-style-type: none"><li>1. Framing plans.</li><li>2. Bearing and connection details.</li></ol> | <p>F. Fire-rated construction:</p> <ol style="list-style-type: none"><li>1. Identify and document fire-resistive rating of walls, ceiling and roof systems.</li></ol> <p>G. Information/data required:</p> <ol style="list-style-type: none"><li>1. Occupancies identified/separation requirements.</li><li>2. Means of egress requirements.</li><li>3. Thermal envelope calculations.</li><li>4. Structural calculations for footing/foundation, floor/roof framing.</li><li>5. Alterations - provide schematic of existing conditions.</li></ol> <p>H. Other:</p> <ol style="list-style-type: none"><li>1. Plans shall be drawn to scale not less than 1/4 inch per foot. Truss, lighting, HVAC and plumbing plans may also be required.</li><li>2. Complete plan submittal checklist and worksheets are available through the Department of Commerce website at <a href="http://dsps.wi.gov">http://dsps.wi.gov</a>.</li></ol> |
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## Please Remember

*The City of Janesville Building Division is ready to assist you in achieving a safe and proper building project. We are happy to answer your questions and urge you to obtain permits and have your work inspected for compliance. You will not only be complying with the law, you will be protecting your employees, customers and your investment in your building.*

**Phone: (608) 755-3060**  
**Email: [ruschl@ci.janesville.wi.us](mailto:ruschl@ci.janesville.wi.us)**  
**[millerv@ci.janesville.wi.us](mailto:millerv@ci.janesville.wi.us)**

**Inspections:   CALL 608-755-3060**

**Inspections are required at various stages of construction. The following types of inspections may be required, depending on your project:**

- Footing Inspection..... Before any concrete is poured.
- Rough Construction..... When framed construction work is done and before it is covered.
- Rough Electrical..... After electrical wiring is done and before it is covered.
- Final Inspection..... After all work is completed and ready to occupy.
- Occupancy Inspection.....After all work has been approved, an occupancy is required before the first day of business.

**CHANGE OF  
TENANT OR OCCUPANCY**

**When a new owner or tenant plans to occupy a commercial building, the following is required:**

- ◆ Check with Building Division to assure your intended use is in compliance with Zoning Ordinances.
- ◆ Submit an occupancy permit application. Permit fee is \$72.
- ◆ Sign permits are required for installation of new signs and face changes. Sign permits are issued only to sign installers that hold a City of Janesville license. See sign guideline brochure for more information.
- ◆ If the use requires a city license, check with the City Clerk’s office at 755-3070. All food and liquor licensed premises must be inspected by the Rock County Health Department (608-757-5441).



**City of Janesville  
Building Division  
P.O. Box 5005  
Janesville, WI 53547-5005**

**COMMERCIAL &  
INDUSTRIAL  
BUILDINGS**

**ANSWERS TO QUESTIONS**



*Does the proposed business meet local zoning?*

*Are permits required and what types?*

*Are plans and specifications required?*

*Are inspections required?*

*What are the regulations for business signs?*

*Are any licenses required?*



**JANESVILLE**  
Building Division